

1022 - OFFICE OF CHILD DEVELOPMENT DIRECTOR

NATURE OF WORK

This is intense specialized detailed work which entails the planning and coordinating of Office of Children's Affairs (OCA) sub-committees of interested citizens of the City of Miami Beach and implementation of the ideas and activities generated by them.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Attends community meetings; meets with individual committee members.

Calls local, county, state, federal, or national agencies to obtain information on children's services.

Meets with general committee of the Office of Children's Affairs; meets with OCAs subcommittees; meets with the Mayor and Commissioners and their aid; meets with interoffice department heads to obtain or provide information on children's issues.

Schedules committee and subcommittee meetings; advertises publicly for meetings; sends out notices to all committee members; photocopies packets to present to the committee members; types minutes of meetings.

Provides training locally.

Prepares reports and work plan; submits budget; prepares and write grants.

Gives presentations to local and national groups and/or conferences, workshops, symposiums, focus groups; supervises students.

Submits written evaluation.

Attends community social functions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to exercise judgement and discretion in devising, installing and/or interpreting City rules, regulations, policies or procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply these to a variety of problems.

MINIMUM REQUIREMENTS

Bachelor's Degree plus considerable experience in human services, or related field. Experience can substitute for education on a year-for-year basis.

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PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from the City Manager; work is performed with little direct supervision and with latitude for use of independent judgement in the selection of work methods and procedures. Work is subject to review for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Supervision of department staff and volunteers.

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